

# Hadrian's Wall Capital

**Job Title:** Finance and Compliance Manager

**Reports to:** Chief Operating Officer

## **Business Overview**

Hadrian's Wall Capital Limited ("HWC") was established in 2010. HWC is an investment adviser to Hadrian's Wall Secured Investments Limited focusing on direct lending to UK SMEs. Our team consists of seasoned industry professionals with extensive experience analysing complex credit transactions and with significant relationships throughout the industry. We operate in a significant growth sector and continue to seek out new business opportunities leveraging our core areas of competence. We are growing and are recruiting for a Finance and Compliance Manager.

## **Position Summary**

Responsible for all accounts including general accounting functions, reconciling: invoices, payroll, income and expenses and interfacing with our corporate accountants. Management of the Corporate Calendar, ensuring all recurring significant dates are appropriately noted and managed. Assisting with all control functions and managing operations with the FCA and other regulatory authorities, including quarterly and annual regulatory filings with the FCA. Liaising with all corporate service providers, such as compliance consultants and auditors. Working closely with management to develop budgets and business plans. Board secretarial services.

You will have a minimum of 8 years of experience working for a financial services company and be CIMA or ACA qualified or be qualified through extensive experience. You will have worked on budget planning and worked with management in planning for the growth of the business. You will have strong computer skills in Excel, Word, and PowerPoint. You are industrious and thrive in a fast paced environment, working with some very senior individuals.

## **Specific Responsibilities**

### Accounting related

- Monitor and reconcile companies' financial records and bank accounts
- Processing all payments, including invoices, payroll and expenses
- Monitoring and allocating staff expenses ensuring they are properly authorized and accounted for
- Preparing invoices and controlling all outstanding invoices and ensuring prompt payment. Dealing with all related inquiries from clients and service providers directly by telephone or email as required.
- Filing of all accounting documentation and ensuring timely updates with firms' outside accountants, including quarterly VAT filings
- Liaising with management accountants

### Budget Related

- Maintaining and managing operating forecasts and budget versus actual business activity and keeping management informed
- Managing cash flow models

### Controls related

- Establishing and maintaining a master calendar of filings required (accounting, tax, payroll, regulatory, other)
- Preparing and filing documents with FCA and other regulators as required
- Ensuring all corporate compliance and regulatory obligations are met, for example, AML training records, employee declarations etc.
- Scheduling of board meetings and recording board minutes
- Scheduling of Credit Committee and Risk Committee and recording of respective minutes
- Maintaining filing systems for all major corporate activities – bookkeeping and accounting, budgets, compliance and regulatory, board meetings, Companies House activities
- Fund reporting, compliance and audit requirements